

Bulletin Number 31967BR
Type of Recruitment Open Competitive Job Opportunity
Department Mental Health
Position Title MENTAL HEALTH SERVICES COORDINATOR I
Exam Number 28148J
Filing Type Open Continuous
Filing Start Date 02/19/2014
Salary Type Monthly
Salary Minimum 5076.00
Salary Maximum 5973.00
Position/Program Information **FILING WILL BE SUSPENDED AFTER THE FIRST 200 APPLICATIONS ARE RECEIVED. THE EXAM WILL REOPEN IF THE NEEDS OF THE DEPARTMENT REQUIRE.**

Coordinates the planning and implementation of mental health services with public and community agencies, initiates and investigates the possibility of establishing independent programs in individual agencies, monitors mental health providers for compliance with applicable statutory and regulatory provisions, participates in negotiating services and supervises contract arrangements with established contract agencies.

Essential Job Functions Prepares survey of existing services and facilities to determine the need for new mental health programs.

Advises and consults with public and private groups in establishing mental health services.

Assists in the development of programs necessary to implement State laws in the field of mental health.

Requirements **Selection Requirements:**

Option I: A Master's degree* from an **accredited college with specialization in clinical psychology, public health, nursing, rehabilitation, social work, education, behavioral sciences, public administration, or urban planning, and three years' post-degree experience in ***community mental health work in the delivery of mental health services in an inpatient psychiatric setting or in a County-contracted mental health program.

Option II: A Bachelor's degree* from an **accredited college with specialization in public health, nursing, rehabilitation, social work, education, behavioral sciences, public administration, or urban planning, and five years' post-degree experience in ***community mental health work or in the delivery of mental health services in an inpatient psychiatric setting.

Applicants **must** complete and submit a mandatory **Supplemental Questionnaire** as an integral part of their

	<p>application. The link to the Supplemental Application Form is located in the "Application and Filing Information" Section below.</p>
Physical Class	Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation to carry out job-related functions.
Special Requirement Information	* In order to receive credit for any college coursework, or any type of college degree, such as a bachelor's or master's degree, you must provide a legible copy of the official diploma, official transcripts or official letter from the accredited institution which shows the area of specialization, at the time of filing or within 15 calendar days from the filing date.
Accreditation Information	<p>***Community mental health work is defined as experience gained in providing direct psychiatric services to clients or patients.</p> <p>**Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).</p>
Examination Content	<p>This examination will consist of an evaluation of your education and experience based on information provided on application and supplemental questionnaire, weighted 100%.</p> <p>CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER TO BE PLACED ON THE ELIGIBLE REGISTER.</p>
Special Information	Appointees may be required to work any shift, including evenings, nights, holidays or weekends.
Vacancy Information	Past and present mental health clients and family members are encouraged to apply.
Eligibility Information	<p>The resulting eligible register for this examination will be used to fill vacancies in the Department of Mental Health.</p> <p>The names of the candidates receiving a passing score on this examination will be placed on the eligible register in the order of their score group for a period of (12) months following the date of promulgation.</p> <p>Retake: No person may compete for this examination more than once every twelve months.</p>
Available Shift	Any
Job Opportunity Information	Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County,

within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

Veterans Preference Credit: Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

**Application and
Filing
Information**

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED. **FILING WILL BE SUSPENDED AFTER THE FIRST 200 APPLICATIONS ARE RECEIVED.** This examination will remain open until the needs of the services are met and is subject to closure without prior notice.

Fill out your online application and Supplemental Questionnaire completely. Provide any relevant education, training, and experience in

the spaces provided so we can evaluate your qualifications for the job.

Click on the link below to access the Supplemental Questionnaire:
http://file.lacounty.gov/dhr/ehr/cms1_209501.doc

Applicants must complete and submit their applications, upload required documents (e.g. Supplemental Questionnaire, Diploma, Transcripts, Resume and/or additional examination related documents, etc.) as attachment(s) at the time of filing or within 15 calendar days of on-line filing. **Note: If you are unable to attach the required documents, you may fax them to (213) 637-5892 or email to Jeanette Fraticelli, jfraticelli@dmh.lacounty.gov at the time of filing or within 15 calendar days of on-line filing. Please include examination number and examination title.**

County of Los Angeles Information

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

Department Contact Name	Theresa Williams
Department Contact Phone	213-738-2823
Department Contact Email	jfraticelli@dmh.lacounty.gov
ADA Coordinator Phone	213-738-2057
Teletype Phone	800-897-0077

California Relay Services Phone	213-738-2057
Alternate TTY Phone	800-899-4099
Job Field	Health Other
Job Type	Paraprofessional